



Sydney Uni
SPORT & FITNESS

CHARTER OF THE CLUBS ADVISORY COMMITTEE

SYDNEY UNIVERSITY SPORT AND FITNESS LIMITED (SUSF)

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DEFINITIONS

In this Charter:

- (a) the capitalised terms described below will have the meaning given to those terms below; and
- (b) any other capitalised term not defined below and defined in the Constitution, will have the meaning given to that term in the Constitution.

Affiliate	means a not-for-profit body or organisation that operates for the purposes of promoting a particular sport or sports at the University which has entered into a written agreement with SUSF on the terms required by SUSF which formalises the affiliation between that body or organisation and the SUSF.
Alternate	means a person who acts as a substitute for a Member and is entitled to exercise the vote of the member for whom he/she is an alternate.
Board of SUSF	means the Directors of SUSF acting collectively under the Constitution of SUSF.
Club Executive Member	in respect of a Club, means either the president of that Club, or a person holding another executive position in that Club.
Club	means a not-for-profit club that operates for the purposes of promoting a particular sport or sports at the University for the benefit of both competitive and recreational participants and that is: <ul style="list-style-type: none">(i) an Affiliate; and(ii) listed on the register of Clubs maintained by the Secretary of SUSF under the instruction of the Board of SUSF from time to time.
Club Group	means each group of Clubs described in the Schedule to this Charter, and in each case comprising those Clubs allocated to that Club Group in the Schedule to this Charter.
Chair	means the Member appointed pursuant to paragraph 5.3 or 5.4.
Chair Executive Nominee	means the Member appointed to the Executive in accordance with paragraph 8.3.
Charter	means this Charter of the Clubs Advisory Committee.
Constitution of SUSF	means the Constitution of Sydney University Sport and Fitness Limited dated 15 April 2019, as revised or amended from time to time.
Deputy Chair	means the Member appointed pursuant to paragraph 6.3 or 6.6.
Deputy Chair Elect	means the Member determined pursuant to paragraph 6.4 or 6.5 to become the next Deputy Chair in accordance with paragraph 6.3.
Deputy Chair Election Committee	means, subject to paragraph 6.5, the group comprised of the following Members: <ul style="list-style-type: none">(a) the Chair;(b) the Deputy Chair;(c) the Secretary; and(d) each Member representative for each Club forming part of the Next Club Group.
Director	means a person appointed to the position of director of SUSF.
Executive	means the group of Members comprising the Chair, Deputy Chair, Secretary, Chair Executive Nominee and up to six other Members appointed pursuant to paragraph 8.2(b).

Member	means a registered member of the Clubs Advisory Committee appointed pursuant to paragraph 4.
Next Club Group	means the Club Group that appears next in the group number sequence described in the Schedule to this Charter, relative to the Club Group to which the Club represented by the current Deputy Chair belongs (and for the avoidance of doubt, Group 1 will be the next group number in sequence after Group 6).
Nominations Committee	means a committee that is constituted in the manner set out in Schedule 1 of the Constitution of SUSF for the purposes set out in Schedule 1 of the Constitution.
Secretary	means the Member appointed pursuant to paragraph 8.2(a).
Special Resolution	means a resolution that has been passed by at least 75% of the votes cast by Members entitled to vote on the resolution.
Student Director	means a person who is enrolled at the University of Sydney as a student and is appointed to the position of student director of SUSF.
SUSF	means Sydney University Sport and Fitness Limited

Clause 2 (interpretation) of the Constitution of SUSF applies to this Charter as if set out in full in this Charter, except any reference to 'Constitution' is to be read as a reference to 'Charter'.

This Charter includes the provisions of Schedule 2 of the Constitution of SUSF. Where there is inconsistency between this Charter and the Constitution of SUSF:

- (a) if the inconsistency relates to this Definitions section of this Charter, this Charter will prevail; and
- (b) in any other case, the Constitution of SUSF will prevail.

1. CHARTER OF THE CLUBS ADVISORY COMMITTEE

- 1.1 Subject to paragraph 1.2, this Charter is made in accordance with Schedule 2 of the Constitution of SUSF.
- 1.2 This Charter shall be the Clubs Advisory Committee Charter approved by the Members on an interim or final basis, in either case subject to approval by the Board.
- 1.3 Any revisions or amendments to this Charter must first be approved by Special Resolution and then be approved by the Board of SUSF.

2. ROLE AND RESPONSIBILITIES OF THE CLUBS ADVISORY COMMITTEE

The role of the Clubs Advisory Committee is to:

- (a) provide a forum for the Clubs to meet and share information, experience and expertise;
- (b) give input to the Board of SUSF from the perspective of the Clubs on matters concerning SUSF;
- (c) appoint three Clubs' representatives to the Nominations Committee in accordance with paragraph 10 of this Charter;
- (d) nominate two Student Directors to be considered for appointment to the Board of SUSF by the Nominations Committee in accordance with paragraph 11 of this Charter;
- (e) without limiting the rights of any other stakeholder or person, to identify and, if appropriate, nominate other persons for consideration for appointment to the Board of SUSF by the Nominations Committee in accordance with paragraph 9 of this Charter;
- (f) elect six members of different Clubs to the Blues Committee in accordance with paragraph 13 of this Charter, and
- (g) elect two members of different Clubs to the Awards Committee in accordance with paragraph 14 of this Charter.

3. OBJECTS OF THE CLUBS ADVISORY COMMITTEE

Without in any way limiting or expanding the role, responsibilities or powers of the Clubs Advisory Committee as set out in the Constitution of the SUSF, the objects of the Clubs Advisory Committee are to:

- (a) assist the Board of SUSF to consider and plan the implementation and operation of the objectives, policies and strategies of the SUSF;
- (b) provide a forum for Clubs, through their representative Members, to meet, learn from one another, and promote excellence in respect of Club administration and operation; and
- (c) discuss and implement activities, strategies and policies to promote the objectives of the Clubs, including but not limited to:
 - (i) representing the University in competitive sport in a way that exhibits excellence, performance and tradition;
 - (ii) increasing accessibility to Clubs and activities of the Clubs for members of the University; and
 - (iii) increasing diversity within the membership of each of the Clubs.

4. MEMBERSHIP OF THE CLUBS ADVISORY COMMITTEE

- 4.1 If a Club has both males and females participating in the sporting activities of that Club, the Club will appoint one male and one female member of the Club as Members of the Clubs Advisory Committee. One of the appointed Members must be a Club Executive Member.
- 4.2 If a Club has only males or only females participating in the sporting activities of that Club, the Club will appoint one member of the Club as a Member. The Member appointed must be a Club Executive Member.
- 4.3 Each Member appointed in accordance with paragraphs 4.1 and 4.2 above may appoint an alternate to attend meetings if they are unavailable.
- 4.4 The Club which appoints a Member under this paragraph 4 may remove and/or replace that Member at any time by giving written notice to the Chair. The Chair will have the discretion to require evidence from the relevant Club to confirm such notice has been validly given before acceptance of that notice. If any Member removed or replaced pursuant to this paragraph 4.4 is a member of the Executive, subject to the acceptance of the Chair of the validity of that removal or replacement, that Member will be deemed to have immediately resigned from that Executive position and any replacement Member will not automatically assume that Executive position.
- 4.5 The Clubs Advisory Committee will keep a register of Members and alternates entitled to attend and vote at Club Advisory Committee meetings.
- 4.6 There is no maximum term or tenure applicable to the membership of Members.
- 4.7 Each Club will be allocated to a Club Group in accordance with the Schedule to this Charter and, in the event that a new Club is formed after the date of this Charter, at the discretion of the Executive.
- 4.8 In the event that new Clubs are formed post the date of the Constitution of SUSF and prior to the date when affiliation with SUSF is available, the Clubs Advisory Committee may exercise its discretion to grant temporary membership to representatives of any such Club, appointed in accordance with paragraphs 4.1 and 4.2 above, and such Members will be entitled to attend meetings of the Clubs Advisory Committee, but not to vote on resolutions or be included on the Deputy Chair Election Committee or be eligible to be the Deputy Chair Elect.

5. CHAIR OF THE CLUBS ADVISORY COMMITTEE

- 5.1 The Chair of the Clubs Advisory Committee will:**
- (a) chair meetings of the Clubs Advisory Committee;
 - (b) ensure minutes are taken of Clubs Advisory Committee meetings, and that those minutes accurately record proceedings and resolutions.
- 5.2 Subject to paragraph 5.3 of this Charter, the position of Chair will be held for a two year term beginning on 1 January of every second year by the Person holding the Position of Deputy Chair as at 31 December in the immediately preceding year.**
- 5.3 Subject to paragraphs 5.4 and 6.7, immediately after the expiry or resignation of a Member's position as Chair, the position of Chair will be held for a two year term beginning on 1 January of every second year.**
- 5.4 The term of any position as Chair may commence on a date other than 1 January and exceed two years (but never three years) in circumstances where their term as Chair commenced as a result of the resignation of the previous Chair in accordance with paragraph 5.3.**

6. DEPUTY CHAIR OF THE CLUBS ADVISORY COMMITTEE

- 6.1 The Deputy Chair of the Clubs Advisory Committee will:**
- (a) act as Chair in circumstances where the current Chair or their replacement (as applicable) is unable or unwilling to act in accordance with paragraph 9.7; and
 - (b) be eligible to become the Chair in accordance with paragraphs 5.2 and 5.3.
- 6.2 The term of any position as the Deputy Chair will expire at the time the Deputy Chair becomes the Chair in accordance with paragraph 5.2**
- 6.3 Immediately after the expiry or resignation of a Member's position as Deputy Chair, the position of Deputy Chair will be occupied by the Member who is the Deputy Chair Elect (or, if the Deputy Chair Elect has not yet been determined in accordance with this Charter, immediately after the Deputy Chair Elect is determined).**
- 6.4 The procedure for determining the Deputy Chair Elect will be as follows:**
- (a) the Chair will convene a meeting of the Deputy Chair Election Committee to be held on a date no later than 1 November before the expiry of the term of the Chair, or as soon as possible after the term of any Deputy Chair ends (as applicable);
 - (b) subject to paragraph 6.4(c), the Deputy Chair Election Committee will determine the Deputy Chair Elect by unanimous agreement, or otherwise by majority by a poll conducted by secret ballot, and if there is an equality of votes there will be a casting vote by:
 - (i) in circumstances where the Chair has not resigned and their term will expire on 31 December, the Chair; and if these circumstances do not apply
 - (ii) in circumstances where the Deputy Chair has not resigned and their term is scheduled to expire on 31 December, the Deputy Chair; and if these circumstances do not apply
 - (iii) by the member of the Deputy Chair Election Committee with the longest continuous period as Member; and

- (c) the Deputy Chair Elect must meet the following criteria:
 - (i) the Deputy Chair Elect will be a different gender to the Deputy Chair and will be a Member representing a Club from the Club Group who's representatives comprise the Deputy Chair Election Committee (excluding the Chair, Deputy Chair and Secretary);
 - (ii) in respect of the first 6 determinations of the Deputy Chair Elect, the Deputy Chair Elect must not represent the Club that is or was represented by the first Chair or the first Deputy Chair of the Clubs Advisory Committee; and
 - (iii) after the first full rotation of Deputy Chairs, the next Chair from Group 1 shall be of a different gender to the immediately preceding Chair from Group 1.

6.5 If the Deputy Chair Election Committee resolves at a meeting in accordance with the voting requirements in paragraph 6.4(b), or approves by written resolution signed by each member of the Deputy Chair Election Committee, that no Deputy Chair Elect be chosen then the procedure for determining the Deputy Chair Elect will be as follows:

- (a) the current Deputy Chair Election Committee will be dissolved;
- (b) the Chair will convene a meeting of a new Deputy Chair Election Committee to be held as soon as possible, where the 'Next Club Group' for the purposes of determining the composition of the new Deputy Chair Election Committee will be the Club Group that appears next in the sequence described in the Schedule to this Charter; and
- (c) clauses 6.4(b) and 6.4(c) apply to the new Deputy Chair Election Committee.

7. SECRETARY OF THE CLUBS ADVISORY COMMITTEE

The Secretary of the Clubs Advisory Committee will be responsible for:

- (a) maintain the register of Members and their alternates under paragraph 4.5;
- (b) convening meetings of the Clubs Advisory Committee in accordance with any determination of the Chair under paragraph 9.4;
- (c) acting as the returning officer for all polls conducted under this Charter;
- (d) maintaining the register of minutes for meetings of the Clubs Advisory Committee in accordance with paragraph 9.17;
- (e) sending to Members notices of any meeting of the Clubs Advisory Committee under paragraph 9.4 or information relating to a meeting of the Clubs Advisory Committee under 9.5; and
- (f) any other administrative function of the Clubs Advisory Committee determined by the Chair.

8. CLUBS ADVISORY COMMITTEE EXECUTIVE

- 8.1 The Clubs Advisory Committee will have an Executive comprising up to ten Members (which will include the Chair, the Deputy Chair, the Secretary and the Chair Executive Nominee) to assist in the running of the Clubs Advisory Committee. There shall be no more than one representative of any Club on the Executive and each member of the Executive must be a current Member.
- 8.2 The last meeting of the Clubs Advisory Committee in any calendar year will, subject to the requirements of paragraph 8.1, appoint Members to the Executive as follows for the following calendar year with terms commencing on the following 1 January:
- (a) the Secretary; and
 - (b) up to six other members of the Executive.
- 8.3 At, or as soon as possible after the last meeting of the Clubs Advisory Committee in any calendar year, the Chair will appoint, in consultation with the Executive, a Member to be the Chair Executive Nominee whose term commences on the following 1 January, and without limiting the discretion of the Chair, preference will be given to candidates who are:
- (a) students of the University; and
 - (b) likely to champion one or more of the objects of the Clubs Advisory Committee set out in paragraph 3.
- 8.4 The term of the members of the Executive appointed pursuant to paragraphs 8.2 and 8.3 will continue for a period of one year expiring at the end of 31 December.
- 8.5 Notwithstanding any other provision of this paragraph 8, the inaugural members of the Executive which are appointed at or after the first meeting of the Clubs Advisory Committee pursuant to paragraphs 8.2 and 8.3 will have a term continuing for the same period as the first Chair, as described in paragraph 5.4.
- 8.6 The Chair shall exercise the same role and function and have the same powers in the management of the business of the Executive and Deputy Chair Election Committee as held by the Chair in respect of the management of the Clubs Advisory Committee.
- 8.7 Except as expressly set out in this Charter, each member of the Executive shall be appointed for a one year term. Members of the Executive with the exception of the Chair and Deputy chair may be re-appointed for a maximum of three consecutive terms.
- 8.8 The outgoing Chair may not in respect of the year immediately succeeding their position as chair, be appointed to another position on the Executive.
- 8.9 Members of the Executive with the exception of the Chair, Deputy Chair and Chair Executive Nominee shall be appointed by a process of nomination, and if there are more nominations than there are places available, a poll shall be conducted by the Secretary among Members of the Clubs Advisory Committee in the manner determined by the Chair for the time being.
- 8.10 Notwithstanding any other provision of this Charter, other than paragraph 6.7, the inaugural members of the Executive which were appointed at or after the first meeting of the Clubs Advisory Committee shall have a term, in addition to the term provided under paragraph 8.5, equivalent to the term of the Chair appointed pursuant to paragraph 6.7 of this Charter

9. MEETINGS OF THE CLUBS ADVISORY COMMITTEE

- 9.1** Meetings of the Clubs Advisory Committee must be held on the University of Sydney campus, or using any technological means by which Members are able to simultaneously hear each other and participate in discussion.
- 9.2** The only persons who may attend a Clubs Advisory Committee meeting are Members, or those persons who:
- (a) have received a written invitation from the Secretary no later than 24 hours before the meeting; or
 - (b) is approved to attend by the Chair.
- 9.3** The Clubs Advisory Committee shall meet
- (a) at least once every 6 months, with at least one meeting taking place during each academic semester of the University, avoiding examination time, and
 - (b) otherwise as required to carry out Clubs Advisory Committee business.
- 9.4** Meetings of the Clubs Advisory Committee will be determined by the Chair of the Clubs Advisory Committee. The Secretary shall give at least 14 days' notice of such meetings to all Members by means of electronic communication to their registered email address.
- 9.5** An agenda and any documentation which Members need to consider prior to any meeting of the Clubs Advisory Committee shall be determined by the Chair and circulated to all Members by the Secretary at least 7 days prior to the meeting.
- 9.6** Any information which the Chair of the Clubs Advisory Committee deems too confidential for general circulation by electronic means prior to the meeting may be distributed in hard copy during the meeting, and collected back in at the end of the meeting for appropriate safe-keeping/disposal.
- 9.7** Meetings of the Clubs Advisory Committee, the Executive and the Deputy Chair Election Committee will be chaired by the Chair, or if he/she is absent or unwilling to chair, by the Deputy Chair or if the Deputy Chair is not present or willing to chair the meeting, by any member of the Executive and if no member of the Executive is present or willing to chair the meeting, by a Member appointed by the Members or their alternates present at the meeting, and in each case will have the powers of the Chair for that meeting (excluding any part of that meeting that is adjourned).
- 9.8** A Member who participates in person, or is represented by his/her registered alternate in person, is taken to be present and is entitled to vote at any meeting. There shall be no proxies.
- 9.9** Except as set out in paragraph 6.4, the Chair and Deputy Chair and members of the Executive (if any) do not have an additional or casting vote other than the vote they command by being Members.
- 9.10** No business may be transacted at a meeting of the Clubs Advisory Committee unless a quorum of Members is present.
- 9.11** A quorum of a meeting of the Clubs Advisory Committee is 40% of the Members who are entitled to vote.

- 9.12** General business of the Clubs Advisory Committee is decided on the voices or on a show of hands (as determined by the Chair), unless the Chair determines, or ten or more Members request, that a poll by secret ballot be conducted. Unless a poll is validly requested, a declaration by the Chair that a resolution has on the voices or a show of hands (as determined by the Chair) been carried or carried unanimously, or carried by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the meeting, is conclusive evidence of the fact without proof of the number or proportion of the votes recorded for or against the resolution.
- 9.13** General business of the Clubs Advisory Committee is decided on a simple majority of votes by the Members or their alternates present and entitled to vote.
- 9.14** A Special Resolution must be determined by a poll conducted at a meeting of Members.
- 9.15** Should the need arise for a decision to be made by the Clubs Advisory Committee within a time frame which does not permit the convening of a meeting of the Committee, the Chair may determine that the decision be made by written resolution, and that the identical wording be sent to all Members at their registered email addresses and with a reply date specified, the resolution being considered passed if passed by the same voting threshold as if it were a Special Resolution as determined by written replies by the specified due date.
- 9.16** In the case of decisions being made by written resolution in accordance with paragraph 9.15 above, the decision must be ratified at the next meeting of the Clubs Advisory Committee by simple majority.
- 9.17** Minutes shall be kept of the proceedings at Club Advisory Committee meetings by the Secretary and will include a record of time and location, attendance, apologies for absence, approval of minutes of the previous meeting, outcomes of resolutions on agenda items, any other business and a running action list.
- 9.18** A meeting, proceeding or resolution of the Clubs Advisory Committee is not invalidated because of any:
- (a) accidental failure to send any notice, agenda or documentation to a Member or non-receipt of any notice, agenda or documentation by a Member; or
 - (b) accidental inclusion of a vote cast by a person not entitled to vote.
- 9.19** The Chair is responsible for the general conduct of any meeting of the Clubs Advisory Committee and for the procedures to be adopted at that meeting and may require the adoption of any procedures which are in his or her opinion necessary or desirable for:
- (a) proper and orderly debate or discussion, including whether a motion must be submitted prior to a meeting and the period of notice required for such a motion;
 - (b) limiting the time that a person may speak on a motion or other item of business before the meeting; and
 - (c) the proper and orderly casting or recording of votes at the general meeting, whether on the voices, a show of hands or on a poll, including the appointment of scrutineers in the case of a poll.
- 9.20** The Chair may at their sole discretion at any time during the course of the meeting of the Clubs Advisory Committee adjourn from time to time and place to place the meeting or any business, motion, question or resolution being considered or remaining to be considered by the meeting or any debate or discussion and may adjourn any business, motion, question or resolution, debate or discussion either to a later time at the same meeting or to an adjourned meeting.

- 9.21** The Chair may take any action considered appropriate for the safety of persons attending any meeting of the Clubs Advisory Committee and the orderly conduct of such a meeting and may refuse admission to, or require to leave and remain out of, the meeting any person:
- (a) in possession of a pictorial recording or sound recording device;
 - (b) in possession of a placard or banner;
 - (c) in possession of an article considered by the chairperson to be dangerous, offensive or liable to cause disruption;
 - (d) who refuses to produce or to permit examination of any article, or the contents of any article, in the person's possession;
 - (e) who behaves or threatens to behave in a dangerous, offensive or disruptive manner; or
 - (f) who is not:
 - (i) a Member or their alternate; or
 - (ii) a person permitted to attend the meeting in accordance with paragraph 9.2.

9.22 In all other respects and without limiting the powers of the Chair expressed elsewhere in this Charter, subject to this Charter and Schedule 2 of the Constitution of SUSF, the Clubs Advisory Committee may meet, adjourn and regulate their meetings as the Chair for the time being thinks fit.

10. PROCEDURE FOR THE APPOINTMENT OF CLUBS' REPRESENTATIVES ONTO THE NOMINATIONS COMMITTEE

- 10.1** The Clubs Advisory Committee must appoint three persons to act as the Clubs' representatives on the Nominations Committee, as provided in paragraph 3.3 of Schedule 1 of the Constitution of SUSF.
- 10.2** Each Club may (but does not have to) nominate one candidate for selection as a Clubs' representative on the Nominations Committee. Candidates do not need to be members of the Clubs nominating them.
- 10.3** Nominations are to be submitted to the Secretary by the due date, and must include the name of the nominating Club, the signature of an office bearer of the nominating Club, the name of the nominee and the nominee's signature indicating a willingness to stand.
- 10.4** When determining which nominees will be appointed to the Nominations Committee as Clubs' representatives, the Clubs Advisory Committee must take into account the following selection criteria:
- (a) candidates must not hold office in any Club at the time they are appointed to, or while they are a member of, the Nominations Committee;
 - (b) candidates should be able to demonstrate a commitment to, and understanding of, University sport and the Object of SUSF generally, as articulated in clause 4.2 of the Constitution of SUSF;
 - (c) candidates should be able to demonstrate an understanding of corporate governance (the role of the Board of SUSF, and a general understanding of the skills and attributes of effective directors);
 - (d) candidates should be able to demonstrate that they will be able to work constructively and respectfully as part of the Nominations Committee team to appoint a skilled, diverse, collaborative and effective Board of SUSF; and
 - (e) candidates must be able to devote the time needed to participate in Nominations Committee meetings.

- 10.5 Once all nominations have been received, if there are more candidates than positions, the Clubs Advisory Committee must adopt the following process:**
- (a) candidates will be asked to make a short address to a specially convened meeting of the Clubs Advisory Committee;
 - (b) a secret ballot will be conducted; and
 - (c) each Member (or his/her alternate) will be entitled to three votes on the ballot paper. The three votes must include at least one vote for a male candidate and at least one vote for a female candidate;
 - (d) the Chair will announce the three candidates with the highest number of votes, ensuring that the highest polling female and highest polling male candidates are both included; and
 - (e) in the event of a tied vote between candidates for one of the three Nominations Committee positions, Members will be asked to vote again between the tied candidates only.
- 10.6 The same procedure is to be adopted for any Clubs' representatives on the Nominations Committee who are standing for re-election at the end of their initial or subsequent term, in accordance with paragraph 3.5 of Schedule 1 of the Constitution of SUSF.**

11. PROCEDURE FOR THE NOMINATION OF STUDENT DIRECTORS

- 11.1 Two students (one male, one female) enrolled at the University are to be nominated by the Clubs Advisory Committee as Student Directors of SUSF, for consideration by the Nominations Committee in accordance with paragraph 6 of Schedule 1 of the Constitution of SUSF.**
- 11.2 Nominations from Clubs are to be submitted to the Chair of the Clubs Advisory Committee or a person nominated by the Chair by the due date, and must include the name of the nominating Club, the signature of an office bearer of the nominating Club, the name of the nominee and the nominee's signature indicating a willingness to be considered as a Student Director of SUSF and a brief, one page resume outlining relevant experience, skills and interests.**
- 11.3 Candidates nominated as Student Directors will be considered against the following criteria:**
- (a) candidates must not hold office in any Clubs, or have any significant association with SUSF or its staff, which would result in a conflict of interest;
 - (b) candidates should intend at the time of nomination to be enrolled as a student of the University and be able to fulfil the role of student Director for a two year term from the date they are appointed;
 - (c) candidates should have some understanding of, and interest in, the administration of University sport and be willing to devote time to meetings with the CEO of SUSF and other staff in addition to attending the Directors' induction program and relevant training;
 - (d) candidates should have some understanding of, and interest in, corporate governance. SUSF will sponsor director training for student Directors and provide briefings for Directors on governance as it applies to not-for-profit organisations and registered entities;
 - (e) candidates must be prepared to commit to SUSF's dual objectives of promoting and supporting the performance of athletes at competitive levels as well as providing sports and fitness opportunities for recreational participants; and
 - (f) candidates should be prepared to attend up to six Board of SUSF meetings per year.

- 11.4 Once all nominations have been received, if there are more candidates than positions:**
- (a) candidates will be asked to make a short address to a specially convened meeting of the Clubs Advisory Committee;
 - (b) a ballot will be conducted;
 - (c) each Member represented in person or by his or her alternate will be entitled to two votes on the ballot paper. One vote must be given to a male candidate and one vote must be given to a female candidate.
 - (d) the returning officer will announce the male and female candidates with the highest number of votes, who will be nominated as the Student Directors; and
 - (e) in the event of a tied vote between candidates for the Student Director positions, Members will be asked to vote again between the tied candidates only.
- 11.5 A record of the votes allocated to each candidate must be recorded by the Chair or a person nominated by the Chair, and in the event that the Nominations Committee rejects one or both of the initial nominees, the next highest polling candidates will be nominated.**
- 11.6 The same procedure is to be adopted if any Student Directors are eligible to stand for re-election at the end of their initial or subsequent terms and may be considered by Members along with other candidates for Student Director positions.**

12. PROCEDURE FOR THE NOMINATION OF DIRECTORS (OTHER THAN STUDENT DIRECTORS)

- 12.1 Notwithstanding the Clubs Advisory Committee does not have the exclusive right to nominate persons to be considered as Directors of SUSF, if the Clubs Advisory Committee wishes to endorse the nomination of a person or persons as Directors of SUSF for consideration by the Nominations Committee in accordance with paragraph 6 of Schedule 1 of the Constitution of SUSF, the following procedure shall be adopted:**
- 12.2 The Chair of the Clubs Advisory Committee or the proposer of a person's candidacy as a Director of SUSF should present a brief resume of the candidate together with factors in support of their candidacy to a meeting of the Clubs Advisory Committee, and only if there is a majority vote in favour of endorsing the candidate shall the Clubs Advisory Committee complete the nomination form as the nominating body, with the form to be signed by the Chair of the Clubs Advisory Committee. The form should also bear the nominee's signature indicating their willingness to be considered, and be accompanied by their resume indicating qualifications, skills, experience and interests.**
- 12.3 Candidates nominated as potential Directors will be considered by the Nominations Committee against the following criteria:**
- (a) candidates must not hold office in any Clubs or in the University, be a member of the Nominations Committee currently or within the previous 12 months, or have any material current or past interest or association that would conflict with, or that could reasonably be perceived as conflicting with, that person's ability to independently exercise their judgment in carrying out their duties as a Director;
 - (b) candidates should have some interest in the administration of University sport and be willing to devote time to meetings with the CEO of SUSF and other staff in addition to attending the Directors' induction program;
 - (c) candidates should have some understanding of corporate governance. SUSF will provide briefings for Directors on governance as it applies to not-for-profit organisations and registered (charitable) entities;
 - (d) candidates must be prepared to commit to SUSF's dual objectives of promoting and supporting the performance of athletes at competitive levels as well as providing sports and fitness opportunities for recreational participants within the University community;

- (e) candidates should be prepared to attend up to six Board of SUSF meetings per year; and
- (f) candidates will be considered against the Board of SUSF skills matrix developed by the Nominations Committee to ensure the Board of SUSF in aggregate has access to the range of skills and experience necessary to fulfil its duties and responsibilities.

13. PROCEDURE TO ELECT MEMBERS OF THE BLUES COMMITTEE

13.1 The role of the Blues Committee is to:

- (a) recommend Blues and Golds and such other awards as directed by the Board of SUSF, and
- (b) to make those awards subject to the agreement of the Board of SUSF.

13.2 Membership of the Blues Committee shall comprise the following:

- (a) the Chair for the time being of the Clubs Advisory Committee;
- (b) the CEO of SUSF; and
- (c) six other members of the Clubs appointed annually by the Clubs Advisory Committee, of whom three will be female Blues, three will be male Blues, and one each of the male and female Blues will be students enrolled at the University.

13.3 The six elected members of the Blues Committee should represent different Clubs.

13.4 Any casual vacancy on the Blues Committee may be filled by the Clubs Advisory Committee Executive (if any) or the Clubs Advisory Committee Chair subject to ratification by the next meeting of the Clubs Advisory Committee, and provided that the replacement maintains the gender and student:non-student ratio on the Blues Committee in accordance with paragraph 13.2(c) above.

13.5 The chair of the Blues Committee will:

- (a) in respect of the first chair, will be the Chair whose term as chair of the Blues Committee will end on the date that the term of the first Chair ends, being 31 December 2020;
- (b) in respect of any other chair, the members of the Blues Committee shall make the appointment from among their number and the term of that position will continue for one year.

13.6 The procedure for election of members of the Blues Committee will be as follows:

- (a) Nominations are to be submitted to the Chair of the Clubs Advisory Committee or a person nominated by the Chair by the due date. Once all nominations have been received, if there are more candidates than positions on the Blues Committee for female (non-student) Blues (2), male (non-student) Blues (2), female student Blues (1) or male student Blues (1), the Clubs Advisory Committee shall adopt the following procedure:
 - (i) candidates will be asked to make a short address to a meeting of the Clubs Advisory Committee;
 - (ii) a ballot will be conducted; and
 - (iii) each Member (or his/her alternate) will be entitled to one, two, four or six votes on the ballot paper, depending on which category(ies) are oversubscribed.
 - (iv) The returning officer will announce the successful candidates, ensuring that the gender and student:non-student ratio is maintained in accordance with paragraph 13.2(c) above, and
 - (v) in the event of a tied vote between candidates for one or more of the positions, Members will be asked to vote again between the tied candidates only.
- (b) If there are too few nominations for the positions available, nominations may be taken from the floor of the Clubs Advisory Committee meeting and will be appointed provided that the gender and student:non-student ratios are maintained in accordance with paragraph 13.2(c) above.

13.7 The Blues Committee can conduct its business, regardless of any vacancy on the Blues Committee.

14. PROCEDURE TO ELECT MEMBERS OF THE AWARDS COMMITTEE

14.1 The role of the Awards Committee is to:

- (a) recommend recipients of the annual Sports Awards and any other awards as directed by the Board of SUSF;
- (b) make those awards subject to agreement by the Board of SUSF; and
- (c) ensure existing recipients of the award of Honorary Life Membership of Sydney University Sport (SUS) continue to be recognised in the Annual Reports of SUSF and, subject to ratification by the Board of SUSF, to make future awards of Honorary Life Membership to persons who give excellent and distinguished service to sport and fitness at the University (recognising that Honorary Life Membership of SUSF is an honorary title and does not convey that the recipient is a Member of SUSF, nor entitle the recipient to be a Member of SUSF).

14.2 Membership of the Awards Committee shall comprise the following:

- (a) the Chair for the time being of the Clubs Advisory Committee;
- (b) the CEO of SUSF;
- (c) the High Performance Manager of SUSF, or equivalent;
- (d) the Elite Athlete Manager of SUSF, or equivalent; and
- (e) two other members of the Clubs elected annually by the Clubs Advisory Committee of whom one will be male and one will be female.

14.3 The two elected members of the Awards Committee should represent different Clubs.

14.4 Any casual vacancy on the Awards Committee may be filled by the Clubs Advisory Committee Executive (if any) or the Clubs Advisory Committee Chair subject to ratification by the next meeting of the Clubs Advisory Committee, and provided that the replacement maintains the gender ratio on the Awards Committee in accordance with paragraph 14.2(e) above.

14.5 The chair of the Awards Committee will:

- (a) in respect of the first chair, will be the Chair whose term as chair of the Awards Committee will end on the date that the term of the first Chair ends, being 31 December 2020;
- (b) in respect of any other chair, the members of the Awards Committee shall make the appointment from among their number and the term of that position will continue for one year.

14.6 The procedure for election of the members of the Awards Committee will be as follows:

- (a) Nominations are to be submitted to the Chair of the Clubs Advisory Committee or a person nominated by the Chair by the due date. Once all nominations have been received, if there are more candidates than positions on the Awards Committee for female or male elected members, the Clubs Advisory Committee shall adopt the following procedure:
 - (i) candidates will be asked to make a short address to a meeting of the Clubs Advisory Committee;
 - (ii) a ballot will be conducted; and
 - (iii) each Member (or his/her alternate) will be entitled to one or two votes on the ballot paper, depending on which category(ies) are oversubscribed.
 - (iv) The returning officer will announce the successful candidates, ensuring that the female and male candidates with the highest number of votes are given the positions of elected members.
 - (v) In the event of a tied vote between candidates for one or more of the positions, Members will be asked to vote again between the tied candidates only.
- (b) If there are too few nominations for the positions available, nominations may be taken from the floor of the Clubs Advisory Committee meeting and will be appointed provided that the gender ratio is maintained in accordance with paragraph 14.2(e) above.

14.7 The Awards Committee can conduct its business, regardless of any vacancy on the Awards Committee.

SCHEDULE TO CLUBS ADVISORY COMMITTEE CHARTER

CLUB GROUPS

GROUP 1 - FOUNDATION

1	Sydney University Boat Club
2	Sydney University Cricket Club
3	Universities Women's Cricket Club
4	Sydney University Football Club (Rugby)
5	Sydney University Lawn Tennis Club
6	Sydney University Athletics Club

GROUP 2 - FOOTBALL

1	Sydney University American Football Club
2	Sydney University Australian National Football Club
3	Sydney University Rugby League Club
4	Sydney University Soccer Football Club
5	Sydney University Women's AFL Club
6	Sydney University Touch Football Club

GROUP 3 - GYM AND RACQUET

1	Sydney University Badminton Club
2	Sydney University Squash Club
3	Sydney University Table Tennis Club
4	Sydney University Basketball Club
5	Sydney University Fencing Club
6	Sydney University Gymnastics & Cheerleading Club
7	Sydney University Handball Club
8	Sydney University Netball Club
9	Sydney University Volleyball Club
10	Sydney University Flames Wheelchair Basketball Club

GROUP 4 - COMBAT SPORTS

1	Sydney University Boxing Club
2	Sydney University Judo Club
3	Sydney University Kempo Karate Club
4	Sydney University Kendo Club
5	Sydney University Muay Thai Club
6	Sydney University Taekwondo Club
7	Sydney University Wrestling Club

GROUP 5 - WATER

1	Sydney University Canoe Club
2	Sydney University Men's Water Polo Club
3	Sydney University Swimming Club
4	Sydney University Waterski & Wakeboarding Club
5	Sydney University Women's Water Polo Club

GROUP 6 - FIELD

1	Sydney University Archery Club
2	Sydney University Baseball Club
3	Sydney University Golf Club
4	Sydney University Hockey Club
5	Sydney University Rockclimbing & Mountaineering Club
6	Sydney University Ultimate Frisbee Club
7	Sydney University Velo Club

SUMMARY OF CHAIR AND DEPUTY CHAIR APPOINTMENT PROCEDURE

For ease of reference, and in accordance with the Clubs Advisory Committee Charter (Charter):

1. the Deputy Chair will become the next Chair pursuant to paragraph 5.2 and 5.3 of the Charter;
2. the Deputy Chair Elect will become the next Deputy Chair pursuant to paragraph 6.3 of the Charter;
3. the Deputy Chair Elect will be determined by the Deputy Chair Election Committee pursuant to paragraph 6.4 of the Charter, and the Deputy Chair Election Committee will be comprised of the following Members:
 - (a) the Chair;
 - (b) the Deputy Chair;
 - (c) the Secretary; and
 - (d) each Member representative for each Club forming part of the Next Club Group;
4. by way of example, if the first Deputy Chair represents a Club from the Club Group: Group 1 – Foundation, then the Club Group that will be the 'Next Club Group' whose representatives will comprise the first Deputy Chair Election Committee for the purposes of choosing the first Deputy Chair Elect (who will be the successor to the first Deputy Chair) in accordance with paragraph 6.4 of the Charter, will be the Club Group: Group 2 – Football; and
5. new Clubs that are formed (after the date that the Charter is approved by the Clubs Advisory Committee) will be included into a Club Group pursuant to paragraph 4.7 of the Charter.